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ATTACHMENT A

SUBJECT: Proposed Procedure for Processing Biographical Material on
Foreign Scientific Personalities into the Files of the
Biographical Intelligence Register and Producing Reports
from these Files

A. Each agency will be responsible for screening and processing its own
sources as follows:

(1) Scientific Branch, ONI—Naval Attache Reports and other naval reports.
(2) Scientific Branch, ID—Military Attache Reports and other military
     reports.
(3) Air Forces A2 and T2—Air Attache Reports and other air force reports.
(4) State Department—State Department dispatches, cables, airgrams
     and other State Department reports.
(5) Scientific Branch, CIA—CIA reports

B. Each of the above branches (paragraph A) will forward to this Register   25X1C
the following information on scientific personalities:

C. From the information (paragraph B above) the BIR will process the
following IBM punch card files:

(1) The Basic Card files which will be maintained in three sequences:
     alphabetically within country of citizenship, alphabetically within
     function within occupational field, and alphabetically within
     country of citizenship within country working for. This card will
     contain the following information.

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F. On a given date (February 5, 1948) and each day thereafter, the
Reference Center, CIA messenger will collect from each participating
branch, additions and corrections which have occurred during the
previous week. (As an alternative, each branch may furnish their
changes on a weekly basis. The schedule for collection shall be
worked out be this Register in the event this procedure is adopted.)
For transmittal of top secret documents, a special top secret courier
will be sent from this Register.

G. One Finch Telefax machine will be installed in this Register for the
purpose of reproducing answers to biographic requests. In the event
experience proves the advisability of installing a Telefax machine in
each participating agency this can be discussed at a later date.

H. Secured telephone lines between each of the participating branches and
this Register should be installed. These lines will be used to process
spot requests and requests which are urgent. Requests which cannot be
processed over these lines will be handled by messenger until Telefax
machines are installed.

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